

**SCHOOL DISTRICT OF CRIVITZ**  
**400 SOUTH AVENUE**  
**CRIVITZ, WISCONSIN 54114**

**OFFICIAL MINUTES**

Regular Meeting of the Board of Education.....December 18, 2024

- I. CALL TO ORDER: The regular meeting of the Board of Education was called to order by President Grandaw at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was recited.
- III. ROLL CALL: Board members Amy Grandaw, Kayla Ihde, Kris Heidewald, Lyle Cherry, Sonny Graese, Kim Hanson, and Sara Roman were present. Others present: Kelly Robinson – District Administrator, Jeff Baumann – Middle/High School Principal, Kam Dama – Elementary Principal, Sarah Jones – Business Administrative Assistant, Tom White – Buildings, Grounds, & Transportation Director, Nick Schramm – Technology Coordinator, Jannie Marsolek – Administrative Secretary, Jeff Ott – Teacher, and Kellie Stumbris – Cheer Coach. There were also many parents with 7<sup>th</sup> Grade Civics students in attendance.
- IV. APPROVAL OF AGENDA: Motion by Heidewald, seconded by Hanson to approve agenda as presented. Motion carried 7-0.
- V. CONSIDER MOTION TO APPROVE CONSENT AGENDA
  - A. MINUTES OF REGULAR MEETING NOVEMBER 20, 2024
  - B. MINUTES OF SPECIAL MEETING DECEMBER 4, 2024
  - C. GENERAL FUND VOUCHERS AND FINANCIAL REPORTMotion by Cherry, seconded by Ihde to approve consent agenda as read, including general fund vouchers 108083-108258 in the amount of \$579,410.77, ACH numbers 242500092-242500110 in the amount of \$19,536.98, wire transfers 202400028- 202400032 in the amount of \$211,300.17, and voids of 108173 and 108215 in the amount of \$1,682.36 for a total of \$810,247.92. Motion carried 7-0.
- VI. PUBLIC INPUT: None
- VII. CORRESPONDENCE/RECOGNITION: Mrs. Robinson thanked Mrs. Dama, Mr. Allard, Mr. Kopfhammer, the music boosters, Mr. White, Mr. Lutzow, Mr. Baumann and the rest of the staff for the work that went into Christmas programs.
- VIII. REPORTS
  - A. COMMITTEE REPORTS
    1. PERSONNEL/NEGOTIATIONS: Mrs. Grandaw reported that the committee met earlier in the evening and will be recommending some changes to the teaching staff compensation schedule, perfect attendance, prep time stipend, credit reimbursement, post-retirement benefits, as well as a school to work custodial position, and a part-time special education paraprofessional position, with recommendations for approval later in the meeting.
    2. BUILDINGS, GROUNDS, TRANSPORTATION & TECHNOLOGY: Mr. Graese reported that the committee met earlier in the evening and will be recommending CD Smith for the construction management company.
  - B. ADMINISTRATIVE REPORTS
    2. KELLY ROBINSON – SUPERINTENDENT: Mrs. Robinson reported on the upcoming holiday break, the upcoming State Education Convention, her school tours today with other key staff members to view other recently updated districts, and that Crivitz High School has been

nominated by WI DPI as a National Blue Ribbon School. Finally, she wished everyone a Merry Christmas and Happy New Year.

3. JEFF BAUMANN – MIDDLE/HIGH SCHOOL PRINCIPAL: Mr. Baumann mentioned the Christmas concerts as reported earlier by Mrs. Robinson, he congratulated the November Students of the Month and Lunch Bunch students, and finally, reported on the MS/HS Christmas week activities.
4. KAM DAMA – ELEMENTARY SCHOOL PRINCIPAL: Mrs. Dama also mentioned the Christmas concert as reported, congratulated Victoria Chapman for being selected the November Elementary Staff Member of the Month, on Christmas dress up days, and on the 5<sup>th</sup> graders who participated in a reindeer application contest.
5. TOM WHITE – BUILDINGS, GROUNDS & TRANSPORTATION DIRECTOR: Mr. White reported on setting up for the Christmas programs, thanked North Countree Christmas Trees for the donation of the tree in the main lobby at the MS/HS, and on bleacher inspections performed at both schools. He also reported that he led tours of the MS/HS and ES for the construction management companies, and took part in the interviews held on December 2. Finally, he held school violence response drills at each building and prepared corresponding reports for approval tonight.
6. NICK SCHRAMM – TECHNOLOGY COORDINATOR: Mr. Schramm reported on the progress to transform the ES woodshop into the new technology workspace. He has also begun filing for the lengthy process of E-Rate discounts and reimbursements, since some of our network hardware license renewals are up in June. He also reported that his department is looking forward to the holiday break to tackle a few projects while staff and students are away.
7. STEPHANIE LEHNER – COMMUNITY EDUCATION SUPERVISOR – No report.

#### IX. INFORMATION/DISCUSSION

- A. CONSTRUCTION MANAGEMENT COMPANY REVIEW: Mrs. Robinson reported that the Buildings, Grounds, Transportation & Technology committee, as well as Clint from Bray and Mr. White met on December 2 to review and interview 3 of the construction management companies that had submitted information, and she followed up with reference calls, then met again before tonight's meeting to select a recommendation. The committee is recommending CD Smith as the construction management company, with their edge over the others being that they have more experience in the school setting and have done a couple local school projects (Marinette and Pulaski).
- B. 2025-26 SCHOOL CALENDAR: Mrs. Robinson reviewed proposed changes to the 2025-26 school calendar, with permission to apply to begin school two weeks before Labor Day to allow an earlier release in mid-May of 2026, giving a bit longer summer break for construction to happen without students in the building. She is suggesting this in order to file a waiver to start before September 1 with the DPI (January 1st deadline to file).
- C. RESOLUTION: START SCHOOL PRIOR TO SEPTEMBER 1, 2025: Mrs. Robinson explained that there must be a resolution approved at a board meeting in order to file with the DPI to start school prior to September 1, which will be included as an action item later in the meeting.
- D. PRESENTATION OF DISTRICT'S STATE EDUCATION REPORT CARDS: Mrs. Robinson gave a brief presentation of the district's state education report cards for the 2023-2024 school year, then handed the reins to the principals for presentation of their school report. Overall, the school district exceeds expectations with a total district score of 75.1. We exceeded in all areas but the middle school, who just missed the "exceeds expectations" by a couple of points.
- E. EMERGENCY OPERATIONS/SCHOOL SAFETY PLANS: Mrs. Robinson reported that there were confidential copies of the EOP included in the board member folders, and NOT in their packets due to the confidential nature of the reports. These reports are required to be updated due to the safety grant received in the past. The approval will be later in the meeting.

- F. LOCKDOWN DRILL REPORTS: Mrs. Robinson reported that the annual lockdown drill was held recently, and Mr. White has prepared the reports that were included in the board packets. The reports will be up for approval later in the meeting.
- G. STAFF COMPENSATION: Mrs. Robinson reported that various staff compensation proposed changes were recommended by the Personnel/Negotiations committee earlier in the evening as presented in the board packets.
- H. SCHOOL TO WORK CUSTODIAL POSITION: Mrs. Robinson reported that there is a high school student in need of a job placement to complete a semester of his school to work credits. The job is custodial and goes between the buildings. She is asking that this position be approved to help this student complete his graduation requirements. It was approved at the committee level.
- I. PART-TIME SPECIAL EDUCATION PARAPROFESSIONAL POSITION: Mrs. Robinson reported that the committee discussed and recommended this item, and they are asking to add another part time special education paraprofessional due to our high special education needs in the district. We do already have someone who is willing to fill this position, who was interviewed for an earlier part-time position and is currently subbing in the district.
- J. HS CHEER TRIPS: Mrs. Robinson reported that Coach Stumbris is asking for permission for 2 overnight cheer trips as presented in the board packets to attend a state-qualifying competition, as well as the state competition (if qualified).

X. ITEMS SCHEDULED FOR ACTION

- A. SCHOOL TO WORK CUSTODIAL POSITION: Motion by Graese, seconded by Heidewald to approve adding a school to work custodial position as presented earlier. Motion carried 7-0.
- B. PART-TIME SPECIAL EDUCATION PARAPROFESSIONAL POSITION: Motion by Hanson, seconded by Graese to approve of a part-time special education paraprofessional position as discussed earlier. Motion carried 7-0.
- C. RESIGNATION(S)
  - 1. ELEMENTARY TEACHER(S): Motion by Graese, seconded by Heidewald to approve the resignations of elementary teachers Missy Gruszynski and Julie Bushmaker at the end of the current school year. Motion carried 7-0.
  - 2. PART-TIME CUSTODIAL EMPLOYEE: Motion by Ihde, seconded by Hanson to approve the resignation of Marceaux Bury as part-time custodial employee. Motion carried 7-0.
- D. APPOINTMENT(S)
  - 1. SCHOOL TO WORK CUSTODIAL EMPLOYEE: Motion by Cherry, seconded by Hanson to approve Elliott Van Rossum as the School to Work custodial employee. Motion carried 7-0.
  - 2. PART TIME SPECIAL EDUCATION PARAPROFESSIONAL POSITION: Motion by Ihde, seconded by Roman to approve Mary Madson as part-time special education paraprofessional. Motion carried 7-0.
  - 3. STUDENT TEACHER: Motion by Heidewald, seconded by Roman to approve Sam Ferguson as student teacher at the elementary school. Motion carried 7-0.
  - 4. PART-TIME CUSTODIAL EMPLOYEE: No action at this time.
  - 5. VOLUNTEERS/CHAPERONES: Motion by Ihde, seconded by Graese to approve Ruth Navis as volunteer/chaperone. Motion carried 7-0.

- E. CONSTRUCTION MANAGEMENT COMPANY REVIEW: Motion by Graese, seconded by Cherry to approve CD Smith as construction management company as discussed earlier. Motion carried 7-0.
- F. RESOLUTION AUTHORIZING AMERICAN DEPOSIT MANAGEMENT AS AUTHORIZED AGENT FOR DISTRICT FUNDS: Motion by Ihde, seconded by Heidewald to approve the resolution authorizing American Deposit Management as authorized agent for district funds as read by Mrs. Grandaw. Roll call vote was taken: Grandaw-Yes, Ihde-Yes, Heidewald-Yes, Cherry-Yes, Graese-Yes, Hanson-Yes, and Roman-Yes. Motion carried.
- G. 2025-2026 SCHOOL CALENDAR: Motion by Ihde, seconded by Graese to approve the 2025-2026 school calendar as presented. Motion carried 7-0.
- H. RESOLUTION: START SCHOOL PRIOR TO SEPTEMBER 1, 2025: Motion by Cherry, seconded by Roman to approve the resolution to start school prior to September 1, 2025 as read by Mrs. Grandaw. Roll call vote was taken: Grandaw-Yes, Ihde-Yes, Heidewald-Yes, Cherry-Yes, Graese-Yes, Hanson-Yes, and Roman-Yes. Motion carried.
- I. EMERGENCY OPERATIONS/SCHOOL SAFETY PLANS: Motion by Hanson, seconded by Ihde to approve the Emergency Operations/School Safety Plans as prepared. Motion carried 7-0.
- J. LOCKDOWN DRILL REPORTS: Motion by Graese, seconded by Roman to approve the lockdown drill reports as prepared. Motion carried 7-0.
- K. STAFF COMPENSATION: Motion by Grandaw, seconded by Heidewald to approve the following changes to the staff compensation models: Adjustment of \$200 to each salary step – retroactive to the beginning of the school year, Perfect Attendance Semester Incentive from \$250 to \$500 beginning next semester, Prep time from \$20 to \$40 starting immediately, Credit Reimbursement from \$125 to \$250 starting immediately, Post Retirement benefits from \$50 to \$75 for unused sick leave, with support staff increasing from \$30 to \$50 for unused sick leave. The yearly payout for staff at max sick time would increase from \$50 to \$75. Motion carried 7-0.
- L. HS CHEER TRIPS: Motion by Graese, seconded by Roman to approve the HS Cheer trips as presented earlier. Motion carried 7-0.
- XI. ADJOURNMENT: Motion by Ihde, seconded by Roman to adjourn at 7:09 pm. Motion carried 7-0.

Prepared by:

Jannie Marsolek  
Recording Secretary

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Kris Heidewald  
Clerk

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Amy Grandaw  
President